

NAGPUR METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

SCHEDULE OF POWERS

- A. Project including PD matters
- B. O & M including PB matters

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SCHEDULE OF POWERS

A. Project including PD matters

PREAMBLE

1. Schedule of Powers should be considered as a sacrosanct document designed to confer organizational dynamism through quick decision-making process. It should be clearly understood along with delegation of powers, there is accountability also at every level.
2. While exercising these powers, safeguarding the interest of the corporation is more important than simple observance of rules and procedures.
3. This schedule of powers covers delegation in respect of works, stores, establishment, miscellaneous and financial matters.
4. It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. It should be clearly understood that the powers for sanctioning incurring of expenditure are distinct from the powers of the actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the Schedule of powers, all acceptance letters will require to be vetted by finance before issue. Any instance of misuse of powers shall be treated as misconduct.
5. Concurrence with Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference in opinion between the executive and the Associate Finance, the case should be considered at the next higher level and if the difference still persists, the case should be put up to MD.
6. Consultation with Associate Finance will be necessary wherever indicated herein against the respective items. As distinct from Finance Concurrence, financial advice is a recommendation to the executive. Where the executive is not able to accept the advice from Finance, he/she should record his/her reason for the same and take a decision. If the Associate Finance is not satisfied with the decision, the matter can be reported to the next higher executive who may then review the case, if necessary.
7. Clarifications with regard to the interpretation of the items detailed herein should be referred to the Corporate Office.
8. The delegation of powers has been drafted in consultation with Finance and has the approval of the Managing Director.

Nagpur

Date: _____

For **Nagpur Metro Rail Corporation Limited**

Managing Director

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SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
W1	ESTIMATES				
(I)	To operate provision in the DPR for incurring expenditure or entering into commitments for items in the estimate that are identifiable.	Full powers upto provision.	Full powers upto provision	Nil	1
(ii)	For operating the provision in respect of utilities and rehabilitation where detailed / department wise estimate is not available.	Full powers with prior finance concurrence	Rs.1 Cr. (with prior finance concurrence). Rs.5 lacs with annual ceiling of Rs. 25 lacs (without finance concurrence)	Rs.25 lacs (with prior finance concurrence - Rs. 1 lac with annual ceiling of Rs. 5 lacs (without finance concurrence)	HODs to maintain register to watch work wise ceiling.
(iii)	To incur expenditure or enter into commitments for items of work not contemplated under DPR/not clearly identifiable in the DPR.	Rs. 1 crore with an annual ceiling of Rs. 10 crore	Rs 25 lacs with annual ceiling of Rs. 2 crores	Nil	With prior finance concurrence.
Note: The estimate referred to in the approved DPR are to be updated from time to time assuming an escalation of 5% per year in the rupee cost and 2% per year in the Foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under					

the respective sub-work, the sub-work cost should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/new items not covered in the DPR. A meticulous record of all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Apart from the finance department and planning, each department head shall maintain a meticulous record of items of expenditure being incurred pertaining to his/her department.

W2	Pre-qualification of contractors			
	Approval of pre-qualification of contractors Upto Rs. 200 Upto Rs. 50 crores Upto Rs. 2 crore			
	Committee for pre-qualification			
	For all cases beyond Rs.50 Cr. - 3 HOD's with HOD of concerned department as convenor along with one HOD of other department and one from finance, but for value > Rs. 200 Cr., the recommendations will be put up to MD through concerned Director.			
	For all cases beyond Rs. 2 crore upto Rs. 50 crore - 3 Dy. HODs with Dy. HOD of concerned department as convenor along with one Dy. HOD of other department and one from finance.			
	Pre-qualification of contractors			
	For all cases upto Us. 2 Cr. The concerned Dy HOD along with Dy HOD of finance. In this case the file is not require approval.			
W3	Pre-qualification of contractors			
	Pre-qualification of Consultants	Full Powers	Rs. 50 Lacs	Nil
	Committee for pre-qualification:			
	Committee for pre-qualification:			
	Beyond Rs 50 lacs : Concerned HOD, one HOD of other department and one HOD of finance department			

	Upto Rs.50 Lacs : Concerned Dy.HOD, one Dy. HOD of other department and one Dy. HOD of finance department.				
W4 (a)	Powers to invite tenders for approved works other than consultancy works.	Approved works are the works that appear in the DPR or those whose incurring of expenditure has been approved in accordance with item WI above.			
	Open tenders / tenders from pre- qualified contractors.	Full powers	Upto Rs. 5 crore	Upto Rs. 1 Crore	
	Limited Tenders	Upto Rs.50 crores	Upto Rs.3 crores	Upto Rs. 50 lacs	Prior finance concurrence to be obtained.
	Single Tender	Upto Rs. 5 crore	Upto Rs. 50 lacs	Nil	Prior finance concurrence to be obtained.
W4 (b)	Powers to invite tenders for consultancy works.				
(i)	Open tender/tenders from pre-qualified consultants.	Rs.5 crore	Rs.1 crore	Nil	Prior finance concurrence to be obtained.
(ii)	Limited Tenders	Rs.2 crore	Rs.25 lacs	Nil	
(iii)	Single Tender	Rs.50 lacs	Rs.5 lacs	Nil	
W5	Powers to dispense with calling of tenders for works contracts and acceptance of quotation(s)	Rs. 25 Lacs	Rs. 10 Lac with annual ceiling of Rs. 1 crore	Rs. 2 lacs with annual ceiling of Rs.20 lacs	Powers to exercise sparingly only in special cases in view of urgency to be recorded in each case. Prior finance concurrence to be

					obtained for works valuing above Rs. 50,000/-.
	<p>acceptance of works tenders invited as open tenders / tenders from pre- qualified tenderers & limited tenderers.</p> <p>Upto powers of invitation as per VV6 (a)</p> <p>(i)</p> <p>W4(a) - (i) & (ii) respectively.</p> <p>For tenders' upto Rs. 50 crore in value, tender committee shall be of three members at one level below the accepting officer. Convener will be from the concerned department. The other members will be one officer from another department and a finance member.</p> <p>Upto powers of invitation as per W4(a) - (i) & (ii) respectively.</p>		<p>The TC minutes will be put up to MD through the concerned Director. For all tenders of works consisting more than Rs. 100 Crores, the Tender Committee should be at Director level unless a committee of lower level is nominated by MD and Tender Committee recommendation shall be put upto MD for acceptance</p>		

	For tenders costing more than Rs 50 Cr. But upto Rs 100 Cr., the tender committee will consist SAG officers of :he concerned department as convener, one officer of other department and one finance member				
(ii)	Acceptance of works tenders invited as single tenders	Rs. 5 crore	Rs.50 Lac	Nil	For tenders upto Rs. 5 cr in value, Tender Committee will be of three members at one level below the accepting officer. Convener will be from the concerned department. The other members of the committee will be one officer from another department and finance member. For tenders costing more than Rs. 5 cr but upto Rs. 50 Cr., the tender committee will consist SAG officers of the concerned department as convener with one officer of other department and one finance member and the Tender Committee minutes will

					be put up to MD through the concerned Director. For tenders consisting more than Rs. 50 cr, the Tender Committee shall consist of three Directors unless a lower tender committee is nominated by MD. Tender Committee's recommendation will be put up to MD for acceptance.
W6(b)	Powers for acceptance of consultancy works.				
(i)	Open tenders / tenders from pre- qualified consultants	Upto powers of invitation of tenders for consultancy as per W4 (b) (i) & (ii) respectively	Upto powers of invitation of tenders for consultancy as per W4 (b) (i) & (ii) respectively	Nil	For consultancy contracts upto Rs. 10 lacs, proposals to be put up with finance concurrence to the accepting authority. For contracts above Rs. 10 lacs, tender committee will consist of three members at one level below the accepting authority with one member of the executive department as convener, one member of other department and one finance member. Where MD is the accepting authority, the TC

					minutes will be put up to MD through the concerned Director.
(ii)	Limited Tenders				
(iii)	Single Tenders	Rs. 50 lacs	Rs. 5 lacs	Nil	
W7	Issue of Acceptance Letter as per the orders of the tender accepting authority.	Full Powers	Upto Rs. 100 Crore	Upto Rs. 5 Cr.	All acceptance letters exceeding Rs.10 lacs in value will require to be vetted by Finance.
W8	Signing of Agreements	Full Powers	Upto Rs. 100 Crore	Upto Rs. 5 Cr.	Agreements for works above Rs. 10 lacs to be vetted by Finance. Agreements for other than routine works or any other complicated agreements may, as per decision of executive / finance have prior legal vetting also.
W9	Matters concerning contract management				
(i)	Extension of time for completion and determination of the liquidated damages.	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the

					damages will be worked out in consultation with finance.
(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract.
(iii)	Forfeiture of earnest money deposited with tenders and security deposit for works.	Full powers in accordance with provisions of tenders and contracts signed by them.	Full powers in accordance with provisions of tenders and contracts signed by them	Full powers in accordance with provisions of tenders and contracts signed by them	Where MD/Director has accepted the tender, the powers will be exercised by HOD in consultation with finance.
(iv)	Refund of security deposit.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers upto powers of acceptance	Where MD or Director has accepted the tender, the powers will be exercised by HOD in consultation with finance.

v	Variation over the original contract value on account of variation in quantities in item rate schedule of the contract and/or introduction of new Non-Schedule item(s) and Scheduled item(s) not covered in the contract and / or variation under Lump Sum schedule of the contract.	Full powers provided the value of contract is still within the powers of acceptance in accordance with the mode of tender	Full powers provided the value of contract is still within the powers of acceptance in accordance with the mode of tender	Full powers provided the value of contract is still within the powers of acceptance in accordance with the mode of tender	<ol style="list-style-type: none"> 1. Only the net variation in a proposal shall be considered for approval of the Competent Authority. 2. For contracts approved by MD/ Director, HOD can sanction variation upto 5% of the contract value or Rs. 3 Cr. whichever is less. For contracts approved by MD, Director can sanction variation upto 10% of the contract value or Rs. 15 Cr. whichever is less 3. For variation under Lump Sum schedules of Contract, following procedure shall be followed: <ol style="list-style-type: none"> (a) a. Competent Authority for approving variation is governed by the net variation. Therefore, the Committee to deal with variation in Lump sum schedule will be governed by the net variation. (b) b. For net variation within
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					<p>the powers of HOD, a committee of 3 Dy. HODs including one from Finance shall examine and put up the recommendations.</p> <p>(c) c. For net variation in the powers of the Director, a committee of 3 HODs including one from Finance shall examine and put up the recommendations</p> <p>(d) d. For net variation requiring approval of MD, a committee of 3 HODs including one from Finance shall examine and put up the recommendations through the concerned Director.</p> <p>e. If method of derivation of rate for increase/decrease in the Lump Sum scope of "work is provided in the contract itself, then the committee is not required for deliberating such variations and the variation shall be put up to the</p>
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					<p>Competent Authority for approval after concurrence of associate finance</p> <p>4. Variations in item rate schedule of contract will not require routing through the Committee and will require concurrence of associate finance only if item wise variation in item rate schedule exceeds 25%.</p> <p>5. In case of variation approved by MD, subsequent variation (s) shall be treated as fresh variation and dealt as per provisions of this item by considering the revised value of contract approved by MD as the original contract value but the financial limits of competent authority to sanction variation shall be limited to 50% of (2) above in % as well as in value i.e. 2.5% and Rs. 1.5 Cr. and 5% and Rs. 7.5 Cr. respectively</p>
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					for HOD and Director. The interpretation of subsequent value to be the original contract value is solely for the purpose of dealing with variation under item W9(v).
(vi)	Introduction of new Non-Schedule item(s) & Scheduled item(s) not covered in the contract.	Upto the limit of acceptance of works tenders on single tender basis as per item W6 a (ii) with finance concurrence in each case.			<p>Note: •</p> <ol style="list-style-type: none"> 1. Item W9 (vi) is only for the purpose of sanction of rates of new item(s) not covered in the contract. Authority for sanctioning of variation due to such item(s) solely rests under item W9 (v). 2. Items would be clubbed logically to be treated as 'each case.'
(vii)	Introduction of new conditions / modification of Special conditions of contract.	Full powers upto powers of acceptance.			Finance concurrence to be obtained whether new / modified conditions have financial implications or not.
(viii)	Imposition/Waival of penalties on contractors	Full powers to 'The Engineer' if penalties have been specified in the contract agreement.			Waival of penalties will require prior finance concurrence and approval of one level higher than the authority which imposed it.
(ix)	Sanction of advance to the				

	contractor.				
(a)	If provided in the contractor agreement.	Full powers as provided in the contract agreement.			
(b)	In other cases	Nil	Nil	Nil	In exceptional circumstances when such an advance is considered essential in the exigencies of the progress of work, approval of MD with prior finance concurrence and at an interest rate of SBI PLR plus 2% against B.G. of equal amount will be required.
(x)	Recovery of damages caused to the corporation.	Full powers upto powers of signing of agreemenU			Amount of damage to be recovered to be vetted by finance.
(xi)	Powers to make provisional payments.				
(a)	Where the contract period is over and the extension is being processed.	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	For contracts accepted by MD. Directors can authorize provisional payment upto 5% of the contract value or Rs. 5 Cr., whichever is less and HOD can authorize provisional payments upto 5% of contract value or Rs. 1 Cr., whichever is less (This power to HOD also) Payment in respect of items (schedule / non-schedule) for which rate is not yet decided will be on a provisional rate subject to upwards and downwards revision

					<p>when the rate is finalized. The provisional payment will be made with prior concurrence of finance. Such provisional payment will have to be cleared expeditiously and if not cleared within 2 months of making payment will be made with making the payment reasons are to be recorded on file and final concurrence to be taken.</p>
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SCHEDULE OF POWERS IN RESPECT OF PROPERTY DEVELOPMENT PROJECTS INVOLVING LISENCING/LEASING/ CONCESSION OF LAND OR BUILDINGS ETC
<p>Notes:</p> <p>1. For the purpose of SOP on PD matters, financial figures mentioned therein for assessing powers shall be considered as "Proiect Values" assessed as NPV of all cash flows to NMRCL on the date of submission of bids using DCF technique with discounting rate as well as escalation being considered as 10% per annum.</p> <p>2. For awarding consultancy contracts (including Transaction / Advisory / Estate Services) for PD Proiects. SOP for Pmiect shall he</p>

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3. For works contracts for construction or execution of any works in PD areas. SOP for Project shall be applicable.

For other issues and activities viz.. Sanction of estimates. Arbitration, maintenance / repair of assets etc. suitable provisions of existing SOP for Project or O&M matters will be applicable.

S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	Remarks
PDI	Valuation of Site				
1.1	Approval of Reserve Price/Guidance Value for Property Development	Upto Rs.50 Crore each.	Up to Rs 5 crores	Nil	To be recommended by a committee of three executives (one from PD. one from finance and one from other executive department) one level below the approving authority.
PD2	Bidding for Leasing / Licensing/ Concessioning of Land / PD Areas				For leasing / licensing / Concessioning of land / PD areas, transparent, fair and competitive bidding process shall normally be adopted by inviting open tenders for selection of Bidder offering Highest financial Bid subject to fulfilment of other terms and conditions etc.
2.1	Approval of Bidding Documents / RFP / RFQ (including Lease/ Licensee / Concession agreement, commercial terms and conditions etc.)	Full Powers	Nil	Nil	<p>1. Prior Vetting of Finance and Legal branches required for deviations from standard Bid documents or Rules framed by NMRCL in this regard.</p> <p>2. The variable parts of documents entailing details pertaining to other departments viz., Architecture, E&M and</p>

					Operations etc shall be prior vsttec by those departments.
2.2	Approval for invitation of Open tenders/Public Auctions Tenders etc.	Upto Rs.50 Crore each.	Upto Rs.10 Crore each.	Upto Rs.2 Crore each.	
2.3	Acceptance of Bids	Up to Rs. 50 Crores.	Up to Rs. 10 Crores.	Nil	<p>1. TC for Highest bids up to Rs. 10 crore shall consist of three Dy HODs from PD, Finance and another executive Department.</p> <p>2. TC for Highest bids between Rs.10 to 50 Crores shall consist of three HODs from PD, Finance and another executive Department.</p> <p>3. TC for Highest bids above Rs.50 Crores shall be at Director's Level unless a committee at lower level is nominated by MD and TC recommendations shall be put up to MD for approval.</p> <p>♦Highest Elieible Bid.</p>
2.4	Powers to dispense with Open Tender and entering into Lease / License / Concession Agreement with Government / Semi Government Organizations, PSUs and autonomous Government Bodies etc on Single Tender / Nomination Basis.	Upto Rs 5 Crores	Nil	Nil	Negotiations for deciding Lease / License Rent (/ Premium) and Terms and Conditions of agreement shall be conducted by TC comprising of three HODs from PD, Finance and another executive Department and put up to Director / MD for approval.
PD3	Matters concerning Contract Management				

3.1	Signing of Acceptance letter (LOA)	Full Powers	Upto Rs 50 Crores	upto Rs 10 Crores	<p>1. Acceptance Letter (LOA) shall be vetted by Finance.</p> <p>2. Legal Vetting shall be required if not as per standard format of LOA.</p> <p>3. In case of Director, he shall sign the agreement form and other documents shall be signed by HOD.</p>
3.2	Signing of Lease / Licensee Agreement, Lease Deed or Concession Agreement	Full Powers	Upto Rs 50 Crores	upto Rs 10 Crores	<p>1. Lease / Licensee Agreement / Lease Deeds or Concession agreement shall be vetted by Finance department.</p> <p>2. Where MD / Directors have accepted the tender, the power shall be exercised by HOD.</p>
3.3	Change in terms and conditions of Contract	Full Powers provided the revised Value still lies in his powers of acceptance	Full Powers provided the revised Value still lies in his powers of acceptance	Nil	<p>1. With Finance concurrence.</p> <p>2. Damages if any, shall be worked out in consultation with Finance.</p>
3.4	Introduction of new conditions or modification of existing contract conditions	Upto the powers of acceptance	Upto the powers of acceptance	Nil	With Finance Concurrence
3.5	To extend tenure of Lease / Licensee or Concession Agreement with same payment and other conditions as existing in agreement.	Full Powers provided the revised Value still lies in his powers of	Full Powers provided the revised Value still lies in his powers of	Nil	<p>1. Before extending tenure of agreements, possibility of re-negotiating the payment and other terms & conditions of agreement may be explored as</p>

		acceptance	acceptance		per prevailing market conditions. 2. Prior Finance Concurrence shall be required.
3.6	Termination of the contract in accordance with the conditions of contract	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	1. Termination of Contract when not in accordance with conditions of contract shall be done with Finance concurrence and Legal vetting. 2. Termination of contract on grounds other than failure of Licensee / Lessee as per conditions of contract, shall be done with Finance concurrence and Legal vetting.
3.7	Forfeiture of Earnest Money Deposit & Security Deposit of the Licensee/Lessee/Concessionaire	Full powers in accordance with provisions of agreement signed by him.	Full powers in accordance with provisions of agreement signed by him.	Full powers in accordance with provisions of agreement signed by him.	Where MD has accepted the tender, the power shall be exercised by Director with finance concurrence.
3.8	Refund of Security Deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Nil	Where MD has accepted the tender, the power shall be exercised by Director with finance concurrence.
3.9	Imposition and Waival of penalties	Upto the powers of acceptance	Upto the powers of acceptance	Nil	1. Imposition of Penalties shall be strictly in accordance with agreement. 2. Waival of Penalties imposed will rest at one level higher than

					the authority who imposed it.
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SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS

SI.No.		Nature of Power	Director	COS	Dy. COS	SSO/ACOS	Remarks
SI		Estimates					
	(a)	To operate provision in the DPR for incurring expenditure or entering into commitments	Full Powers upto an excess of 5%	Full Powers upto provision	Full powers upto provision	Nil	
	(b)	To incur expenditure or enter into commitments for procurement of stores not contemplated under DPR	Rs. 1 Cr. per item with an annual ceiling	Rs. 1 lac per item with an annual ceiling	Nil	Nil	

			of Rs.5 Cr.	of Rs.10 Lacs			
		(Note: The estimate referred to is the DPR updated from time to time assuming an escalation of 10% per year in the rupee cost and 2% per year in the Foreign Exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub-work, the sub-work cost should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/ new items not covered in DPR. A meticulous record for all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Finance concurrence should be taken to operate provisions).					
S2		Pre-qualification of suppliers					S2
	(a)	Approval to pre-qualification of suppliers	Rs.50 Cr. »	Rs.10 Cr.	Rs. 1 Cr.		
	Committee for pre-qualification						
	(i)	Beyond Rs.50 Crores: 2 Directors and Dir (F)					
	(ii)	Rs.10 Crore to Rs.50 Crore: COS, concerned HOD and FA & CAO					
	(iii)	Rs. 1 Crore to Rs. 10 Crore : Dy. COS, concerned Dy. HOD and Dy. FA&CAO					
		Upto Rs. 1 Cr. Dy. COS along with Dy. FA&CAO/SAO. In this case the file is not required to be put up to the next higher officer for approval).					
S3		Invitation of tenders					
	a)	Powers to invite tenders for goods and other stores already approved for procurement					Goods and stores approved for procurement are the ones that appear in the DPR or those whose incurring of expenditure has been approved in accordance with item 1 above.
	(i)	Open tenders/ tenders from pre-qualified contractors/ items on	Full Powers	Upto Rs. 1 Crore	Upto Rs. 25 lacs	Upto Rs.5 Lacs	

		DGS&D rate contract					
	(ii)	Limited tenders	Upto Rs. 5 Crores	Upto Rs. 50 lacs	Upto Rs.15 lacs	Upto Rs. 5 lacs	Prior concurrence of Finance to be obtained for tenders exceeding Rs.5 lacs in value.
	(iii)	Single tenders	Upto Rs. 1 Crore	Upto Rs. 10 lacs.	Upto Rs. 1 Lac	Upto Rs.10,000 in each case	Prior concurrence of Finance to be obtained for tenders exceeding Rs.5 lacs in value.
S4		Acceptance of stores tenders	Rs.5 crores	Upto powers for invitation of tenders	Upto powers for invitation of tenders	Direct acceptance of Rs. 1 lac in each case.	Tender Committee of three members with the stores member as convener. The other members of the committee will be: 1 officer from user department of the same level as the convener and a finance member who can be one level

							<p>lower. Tenders upto Rs.10 lacs in each case need not be considered by a tender committee. Dy. COS can directly accept such tenders upto Rs.10 lacs in each case while SSO/ACOS can accept such tenders upto P^s.1 lac in each case. Tender Committee is not required for the items that are available on DGS&D rate contract upto the powers of acceptance of open tenders</p>
S5		Signing of purchase orders	Full powers	Full powers	Full powers	Upto Rs.10 lacs	<p>P.Os over Rs. 50,000.00 will have to be vetted by</p>

							Accounts before issue.
S6		Matters concerning contract management					
	(i)	Extension of time for completion and determination of the liquidated damages	Full powers upto of powers acceptance	Full powers upto of powers acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	The damage have to be worked out in consultation with finance for contracts placed on time preference basis.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iii)	Forfeiture of earnest money deposited with tenders and security deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iv)	Refund of security deposit.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	With finance vetting of the amount to be refunded.
	(v)	Variation in quantity in each item of contract	Full powers provided the value of contract is still within the powers	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value	Full powers provided the value of contract is still within the	Finance concurrence will be necessary if

			of acceptance		of contract is still within the powers of acceptance	powers of acceptance	quantity of individual items exceeds 25%. If the value of the contract after the variation exceeds 25% of the original value of the contract or the power of acceptance of the officer, the file will be put up with finance concurrence for sanction to the next higher authority/office r under whose power of acceptance the contract now lies.
	(vi)	Introduction of new conditions/ modification iof existing conditions of contract	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Finance concurrence to be obtained wherever new/ modified conditions have financial implications.

	(vii)	Imposition/ Waival of penalties on contractors	Full powers upto powers of signing of agreements, if penalties have been specified in the contract agreement			Waival of penalties will require finance concurrence.	
	(viii)	Sanction of advance to the contractor:					
	a.	If provided in the contract agreement	Full powers as provided in the contract agreement			If provided in the contract agreement	Full powers as provided in the contract agreement
	b.	In other cases	Upto Rs.20 lacs	Upto Rs.2 lacs	Upto Rs.20 lacs	NIL	With Prior Finance Concurrence
	(ix)	Recovery of damages caused to the corporation	Full powers upto powers of signing of agreements			Amount of damage to be recovered to be vetted by Finance.	
Remarks:							
	(i)	Procurement of petty items can be done by other HODs in the corporate office upto Rs. 2,500.00 in each case and by Dy. HODs upto Rs. 1 000.00 in each case.					
	(ii)	Wherever SSO is not posted in the field unit, the CPM can exercise the powers of SSO upto Rs. 1 lac in each case. Procurement exceeding Rs. 1 lac in each case will have to be approved by the head office.					
	(iii)	The powers in respect of stores matters given above are inter-alia applicable for disposal of scrap and for printing of stationery also.					

SCHEDULE OF POWERS IN RESPECT OF EST ABLISHMENT MATTERS

SI. No	Nature of Power	Director	HOD Dy.	HOD	SS/JS	Remarks
E1	Recruitment & Appointment					

	(a)	Creation of posts	Nil	Nil	Nil	Nil	Creation of posts will be done with the approval of MD.
	(b)	Open market recruitment	Nil	Nil	Nil	Nil	Approval for Direct recruitment will be granted only by MD. The Director (HR matters) will nominate a Selection Committee for below HOD level posts and for HOD and above level posts Committee will be nominated by MD.
	©	Approval and operation of panel	Nil	Nil	Nil	Nil	Only the Director (HR Matters) will exercise the powers on the basis of recommendations of a selection committee of an appropriate level duly constituted for the purpose for operation of panel. For posts of HOD level, approval of MD will be required.
	(d)	Approval of names for deputation from Govt./ Public Sector and quasi-Govt. bodies	Nil	Nil	Nil	Nil	Only with the approval of MD.
	(e)	Permanent absorption	Nil	Nil	Nil	Nil	Only with the approval of MD.
	(f)	Repatriation to parent cadre before expiry of period of deputation.	Executive Non-Executive	Nil	Nil	Nil	To be processed by HR Department with the approval of concerned Director and with the approval of MD in case of executives. For non-executives with the approval of Director (HR Matters)
	(g)	Confirmation in regular grade after completion of period of	Non-Executive	Nil	Nil	Nil	A Committee of 3 DGM level officers with Dy.CPO as the

		probation.					convener to put up recommendations for non-executives and a committee of 3 HODs with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.
	(h)	Placing in temporary status after completion of required no. of days in daily wages	TADK	Nil	Nil	Nil	Approval of Director (Finance).
E2		Promotion against regular posts/Adhoc promotion	Within Non-Executive	HOD (HR matters)	Nil	Nil	Through a departmental promotion committee where stipulated. The HR department will process the cases in accordance with approved promotion policy. For Executives with the approval of MD.
E3	(i)	Acceptance of resignation	Up to Manager	Below AM level	Nil	Nil	To be processed by HF. department in consultation with concerned department.
	(ii)	Waiver of surety bond	Nil	Nil	Nil	Nil	Only with the approval of MD.
E4		Approval for going on training					
	(a)	Within India	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Within the available budget for the year. HOD (For any duration) and Executives beyond 2, week with MD's approval.
	(b)	Foreign	Nil	Nil	Nil	Nil	Only with the approval of MD
E5		Tour and Travel					

	(a)	Within India	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect of staff under them	Nil.	Within the available budget for the year.
	(b)	Foreign	Nil	Nil	Nil	Nil	Tours abroad will require MD's approval
	(c)	Seminars and conferences/ workshops	All officers upto AGM level	Non- Executives	Nil	Nil	HOD and above with the approval of MD
	(d)	Controlling officer for traveling / daily allowance	Full powers (including self)	Full powers (including self)	Full powers for officers working under them	Full powers for staff working under them	TA/DA journal for non-executive can be countersigned by S.S. officers. In case of non-availability of S.S. officers the same can be countersigned by J.S. and above level officers for up to Gr. D and Dy HOD
	(e)	Permitting air travel to non-entitled categories	Full powers upto the level of AGM and below	Nil	Nil	Nil	Justification / Circumstances to be clearly recorded.
E6		Local Conveyance Allowance					
	(a)	Reimbursement of Conveyance charges	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect of officers under them	Nil	Within approved limits of entitlement to each category.
E7		No Objection Certificate for Passports	Concerned Director up to HOD level	Non- Executive (HR HOD)	Nil	Nil	Vigilance + DAR clearance should be obtained.

E8		De-reservation of posts	Nil	Nil	Nil	Nil	These powers are to be exercised by ths MD only.
E9		Allotment of quarters	(i) DF-Project (ii) Out of turn allotment, if anv will require MD's approval.				
E10		Grant of Leave	1 1				
	(a)	Casual Leave	Full powers to the controlling officer.	For a new recruit only on proportionate basis.			
	(b)	LAP "(Also refer specific powers for O&M Division)					
	(i)	Less than ten dayi	Upto GM level officers	Up Dy HODs	Up Manager	Non-Executive	To be process by HR Department
	(ii)	More than ten days	Upto GM level officers	Non-Exe. (Supervisors)	Non-Supv.	Non-Supv.	
	(iii)	Maternity and paternity leave Child Care leave	Full powers in respect of officers under them.	Non-Exe. (Supervisors)	Non-Supv.	Non-Supv.	

	(iv)	Any other kind of leave	Full powers in respect of officers under them	Non-Exe. (Supervisors) Up to 30 days	Non-Supv. Up to 30 days	Non-Supv. Up to 30 days	
	(v)	Recall from leave	Full powers in respect of officers under them	Non-Exe. (Supervisors)	Gr. C&D	Nil	
	(vi)	Conversion of LWP into sanctioned Earned Leave/ Extraordinary leave/ Leave not due	Upto Dy HOD	Non- Executive	Nil	Nil	
E1 1		Penalties and Punishments	As per DAR rules of the corporation.				
E12		Annual Confidential Reports	As per guidelines issued				
E13	(a)	Permissible personal advances including from PF	Upto HOD	Upto Sr. Scale	Gr. C&D	Nil	To be processed by HR Department
	(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	Full powers in respect of officers under them.	For Non-executives HOD(HR matters)	Nil	Nil	To be processed by HR Dept. with Finance concurrence.
E14		Appointment of retired persons as consultants/ advisors					
	(a)	As specialists	Nil	Nil	Nil	Nil	With the approval of MD only
	(b)	Due to working hands not being available against regular posts.	Nil	Nil	Nil	Nil	With the approval of MD only
E1 5		Compensation to employees governed by Workmen's Compensation Act in all cases of personal injury sustained in an	Full powers	Full powers (HOD of HR matters)	Nil	Nil	In consultation with Finance Department

		accident arising out of and in the course of official duties.					
E16		Permission to acquire property					
		<p>Immovable property</p> <p>1. Moveable property through a reputed dealer or a person with whom no official dealings exist.</p> <p>2. Moveable property otherwise than through a reputed dealer or a person with whom no official dealings exist.</p> <p>3. Intimation about loan for more than 1 lakh for Non-Executive and 2 lakh for Executives.</p>	Up to Dy HOD level	Nil	Nil '	Nil	<p>To be processed by the Personnel Department.</p> <p>For HODs and above with the approval of MD and below with the approval of Director (Finance).</p>
E1 7		Transfers					
	(a)	Within the same unit	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect on non-executives under them	Nil	<p>Unit is defined as the controlling unit (HOC level.</p> <p>HODs with MD's approval.</p>
	(b)	Between units (HOD level)	Up to Dy. HOD level	Full powers in respect of officers under them	Nil	Nil	
	(c)	Between O&M and Project	Nil	Nil	Nil	Nil	Concerned Director and DO
E(1	(a)	Purchase of technical books and	Full powers	Up to	Up to	Nil	Only standard book relevant to

8)		periodicals for the office (to be kept in Library)		Rs.50,000/- per annum	Rs.30,000/- per annum		tech./literature/matters/management/general reading should be purchased
	(b)	Purchase of newspapers/magazine for the site office	Full powers	Full powers (limited to Rs.600/- pm.)	Nil	Nil	1
E(19)		Cash Award	Rs.5000/- in each case and Rs.25000/- in case of a group award up to Manager	Rs.3000/- in each case and up to Rs. 10000/- for group non-executive award up to level	Rs.500/- in each case and Rs.5000/- for group non executive level	Nil	Annual limit for each officers will be 20 times the power for each case subject to budgetary ceiling. For Group Award, there should a minimum of 10 (Ten) employees in the Group.

SCHEDULE OF POWERS IN RESPECT OF EST ABLISHMENT MATTERS

Sr. No.	Nature of Power	Director	HOD	Dy. HOD	Remarks
M1	Write off of losses of stores, Tools and Plants and cash	Upto Rs. 1 lac in each cases.	Upto Rs. 50,000.00 in each case subject to annual limit of Rs. 20,000.00 in each case when an	Nil »	With prior concurrence of finance for losses over Rs. 1,000.00 in each case if an employee is held responsible and Rs. 5,000.00 in all other cases.

				employee is held responsible for the loss..		
M2	(a)	Purchase of technical books and periodicals for the office.	Full powers ♦	Upto Rs. 25,000.00 per annum	Upto Rs. 15,000.00 per annum	Purchase to be made by a nominated officer. The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
	(b)	Purchase of newspapers for the site office.	Full powers	Full powers	Nil	The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
M3		Repairs of vehicles of the corporation.	Full Powers	Full powers through authorized service station and up to Rs.25000/- other than authorized with annual ceiling of Rs.2 lakhs	Up to Rs.10,000/- (through authorized service stations) and up to Rs.2000/- in each case (other than authorized) with an annual ceiling of Rs.50,000/-	In the following cases no Finance Concurrence is required: - 1. To incur expenditure as per approved schedule rates, provided expenditure does not exceed Rs.10,000/- per annum for each vehicle relating to: (a) dry-cleaning and washing of seat covers, pads etc. and scheduled replacement of vehicle seat covers and foot pads (b) Replacement of other consumables such as battery etc. 2. Minor repairs up to the value

						<p>of Rs. 2,000/- on each occasion in emergency subject to maximum limit of Rs. 10,000/- per annum.</p> <p>3. All major repairs of vehicles and other requirements may continue to be vetted by Finance duly recommended by CS keeping in view justification in each case.</p> <p>4. Full records of expenditure will be kept in Log Book, Bills will be verified giving the reference of Log Book entry</p> <p>no. etc.</p>
M4		Repairs to plants and machinery by local firms of repute.	Full powers	Full powers upto Rs. 50,000.00 in each case.	Full powers upto Rs. 20,000.00 in each case.	Prior Concurrence of finance required for repairs exceeding Rs. 5000.00 in each case.
M5		Execution of agreement for supply of electric energy.	Full powers	Full powers	Nil *	Overall plan to be finalized in consultation with finance.
M6		Cash award for staff in Group C and D.	Rs.5000 * in each case and Rs.20,000 in case of a group award.	Rs. 2000 in each case and Rs.5000 for group award.	Rs. 200.00 in each case and Rs.2000 for group award.	Annual limit for each officer will be 20 times the power for each case sub ect to budgetary ceiling.
M7		Supply of water from outside for corporation	Full powers	Full powers	Full powers ¹	Overall plan to be finalized in consultation with finance.

		work.				
M8		Sanction of bicycle to peons/messengers	Full powers	Full powers	Full powers	Overall policy to be finalized in consultation with finance.
M9		Provision of LPG connection in office canteen/rest house	Full powers	Full powers	Nil	In consultation with finance.
M10		Repair of office equipment/furniture and other sundry repairs etc.	Full powers	Full powers to nominated HOD and O&M HODs.	Upto Rs. 5,000 in each case to nominated Dy. HODs and Rs. 10000 in case of Dy HODs in O&M.	Finance concurrence necessary if expenditure in each case exceed Rs.5000
M11		Annual Maintenance Contract for office equipment including computers.	Full powers	Upto Rs. 2 lacs p.a. to nominated HOD.	Upto Rs. 50,000 p.a. to nominated Dy. HOD.	With finance concurrence.
M12		Provision of telephone connection in office and residence.	Full powers	Full powers within the approved policy.	Nil	Overall policy to be approved by MD.
M13						
	(i)	Hiring of vehicles for official use.	Full powers	Upto 30 vehicle days per month.	Upto 30 vehicle days per month	To be exercised Dy nominated officer (CAO/DGM) on the basis of requisition sent by HODs.
	(ii)	Hiring of bus.	Full powers	Rs. 2000 per occasion.		
M14		Miscellaneous office expenses	Full powers	Rs. 20,000 per month	Rs. 10,000 per month	Prior consultation of finance required for expenditure exceeding Rs. 5000.00 in each case.
M15		Sanction of imprest	Upto Rs. 50,000.00 in each case.	Upto Rs.25,000 in following cases	Nil	With finance concurrence and taking care to avoid proliferation

				where cash payment is to be made to the concerned authorities: - Road Tax of rescue vehicles. Licence fee/royalty for WPC Operating for Telecom Department. Any other statutory payment.		of imprests.
M16		Misc. printing of souvenirs, publications	Full Poweas	Rs. 10,000.00 in each case	Nil	Prior consultation with finance for cases beyond Rs. 1,000.00 Powers for printing are also mentioned in the SOP on Stores Matters.
M17		Entertainment				
	(i)	PR Department		5,000/- per month	i	Expenditure of routine nature involving transport, videography, photography etc. for the purpose of official gathering up to Rs.2000/- each case is delegated to the HOD PR Deptt. Subject to the expenditure must be within the budget allocation and proper record be maintained by the PR Deptt.
	(ii)	Official gatherings (including advance	Rs.30,000/- per occasion	15,000/- per occasion	Rs.5,000/- per occasion with	In consultation with finance.

		payment for the same)			annual ceiling of Rs.20,000/-	
	(iii)	At the office	Rs.2000 p.m.	00 per month	Rs.500 per month	On certification basis.
M1 8	(i)	Release of corporate advertisement/display advertisement	Full powers	Upto Rs.30,000 per advertisement	Nil	All advertisement to be released through ED/CC with finance concurrence.
	(ii)	Release of the tender notice etc.	Full Powers	Powers	Nil	All advertisement to be released through ED/CC.
M19		Acceptance and payment of land acquisition award of appropriate authority subject to provision under sanctioned detailed estimate.	Full powers	Full powers	Nil	In consultation with Finance.
M20		Payment of compensation as determined by an appropriate authority for damages to crops and other properties arising out of temporary/emergent/permanent acquisition of land etc.	Full powers	Full powers	Nil	In consultation with Finance. 1
M21		Licensing of NMRCL's Fixed assets to outsiders/Hiring out of NMRCL's machinery, tools, plants and other items of stores to outsiders.	Full powers	Nil	Nil	Prior concurrence of Finance will be needed for licencing. Rates at which licencing to be done to be fixed with concurrence of finance.
M22		Acceptance of estimates and payments to	Full powers	Upto Rs. 50 lacs	Rs. 5 lacs	In consultation with Finance.

		Govt./Civic bodies/PSUs and statutory bodies for shifting power lines, telephone lines etc.				
M23		Hiring of accommodation				
	(a)	For office/rest house etc.	Full powers	Nil	Nil	With finance concurrence.
	(b)	Residential accommodation on lease for officers of the corporation	Full powers	Nil	Nil	Within the policy approved by MD.
M24		Auction of trees, building etc. i	Full powers	Full powers	Full powers	Reserve price to be fixed up in consultation with finance.
M25		Payment of compensation for damages to Govt./Private property in the course of work.				
	(i)	As per the order of the court/judicial authority	Full powers	Full powers	Nil	In consultation with finance.
	(ii)	Out of court settlement	Rs. 5 lacs	Rs. 2 lacs	Nil	In consultation with finance.
M26		Legal Matters				
	(a)	Approval to contest/file suit on service and other matters	Full powers	Nil	Nil	The Director in charge of personnel matters will be the controlling officer for all such suits.
	(b)	Engaging of advocates	Full powers	Full powers	Nil	From the approved panel of advocates prepared with Finance concurrence. Payment to be made on Govt./NMRCL approved rates as applicable.
	(c)	Engagement of advocates on payment of special fees	Full powers	Nil	Nil	Nil.
	W	Permission to file suits in	Full powers	Nil	Nil	In consultation with finance.

		courts against outsiders.				
M27		Sanction of expenditure on:				
	(i)	Procurement of furniture and office equipment	DP/DF-Full powers	Nominated HOD - upto Rs. 10,000/- - in each case with a ceiling of Rs. 50,000/- p.a.	Nominated Dy. HOD - Rs. 2,000/- in each case with a ceiling of Rs. 10,000/- p.a.	Office equipment, computers, electrical appliances, telecom equipment etc. being procured as per scale laid down/ approved by MD will not require any concurrence or separate sanction. Nominated staff of the concerned unit will maintain a register to control the ceiling. Every case over and above the approved scale will require concurrence of finance.
	(ii)	Computer, peripherals, software and Telecom equipment	DE-Full powers	ED/HOD (for IT Department) - upto Rs. 1,00,000/- in each case with a ceiling of Rs. 10 Lacs p.a.	Nominated Dy.HOD (for IT Department) - Rs. 10,000/- in each case with a ceiling of Rs. 1,00,000/-p.a.	
	(iii)	AC and other electrical office appliances	DE-Full powers	CEE- upto Rs. 25,000/- in each case with a ceiling of Rs. 2.5 lacs p.a.	Nominated Dy. CEE - Rs. 5,000/- in each case with a ceiling of Rs. 25,000/- p.a.	
	(iv)	Stationery and other office stores	DP-Full powers	CAO Rs. 10,000/- in each case with a ceiling of Rs. 50,000/-p.a.	Dy. COS full powers for items of regular use.	

SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS

S. No.	Item	Director (F)	FA&CAO	Dy. FA&CAO	SAO/AAO	Remarks
F1	Opening of current Bank Account	Full powers	Nil	Nil	Nil	
F2	Authorization to operate Bank Account	Full powers to nominate officers of the company and to authorize them to operate the Bank Account	Nil	Nil	Nil	
F3	Authorization of payment	Full powers	Full powers	Full powers	Rs. 2 lakhs in	

	in each case				each case	
F4	Vetting of Financial proposals/Indent/ Purchase Orders etc.	Full powers	Full powers	Full powers	Rs. 2 lakhs in each case	
F5	Sanction of LC/BG limit with individual Bank	Full powers	Nil	Nil	Nil	
F6	Authorization to open/retirement and execution of documents to operate LC/BG within the Sanctioned Limit of Individual Bank.	Full powers to nominate officers of the company to open/ retirement and execution of documents to operate LC/BG within the sanctioned limit of individual Bank.	Nil	Nil	Nil	

NAGPUR METRO RAIL CORPORATION LIMITED
(A JOINT VENTURE OF GOVT. OF INDIA & GOVT. OF MAHARASHTRA)

SCHEDULE OF POWERS

B. O&M including PB matters

PREAMBLE

1. Schedule of Powers should be considered as a sacrosanct document designed to confer organizational dynamism through quick decision-making process. It should be clearly understood along with delegation of powers, there is accountability also at every level.
2. While exercising these powers, safeguarding the interest of the corporation is more important than simple observance of rules and procedures.
3. This schedule of powers covers delegation in respect of works, stores, establishment, miscellaneous and financial matters.
4. It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. It should be clearly understood that the powers for sanctioning incurring of expenditure are distinct from the powers of the actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the Schedule of powers, all acceptance letters will require to be vetted by finance before issue. Any instance of misuse of powers shall be treated as misconduct.
5. Concurrence with Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference in opinion between the executive and the Associate Finance, the case should be considered at the next higher level and if the difference still persists, the case should be put up to MD.
6. Consultation with Associate Finance will be necessary wherever indicated herein against the respective items. As distinct from Finance Concurrence, financial advice is a recommendation to the executive. Where the executive is not able to accept the advice from Finance, he/she should record his/her reason for the same and take a decision. If the Associate Finance is not satisfied with the decision, the matter can be reported to the next higher executive who may then review the case, if necessary.
7. Clarifications with regard to the interpretation of the items detailed herein should be referred to the Corporate Office.
8. The delegation of powers has been drafted in consultation with Finance and has the approval of the Managing Director.

Nagpue
Date:.. ..

For Managing Director
Delhi Metro Rail Corporation Ltd.

S.No.	DESCRIPTION	SOP Clause	Page No.
1.	Schedule of Powers in respect of Works Matters	W1 to W9	1-7
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7.	Schedule of Powers in respect of Earning Matters	R1 to R9	29-35

SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS

S.N.		Nature of Power	Director I ED/HOD	Dy. HOD	Remarks	
W1		Estimates				
	(i)	To operate provision in the DPR for incurring expenditure or entering into commitments for items in the estimate that are identifiable.	Full powers upto provision.	Full powers upto provision	Nil	
	(ii)	For operating the provision in respect of utilities and rehabilitation where detailed / department wise estimate is not available.	Full powers	Rs.1 Cr. (with prior finance concurrence). Rs.5 lacs with annual ceiling of 25 lacs (without finance concurrence)	Rs.25 lacs (with prior finance concurrence-Rs.1 lac with annual ceiling of 5 lacs (without finance concurrence)	HODs to maintain register to watch work wise ceiling
	(iii)	To incur expenditure or enter into commitments for items of work not contemplated under DPR/not clearly identifiable in the DPR.	Rs. 1 crore with an annual ceiling of Rs.10 crore	Rs 15 lacs with annual ceiling of Rs. 2 crores	Nil	With prior finance concurrence.
	(iv)	To incur expenditure or enter into commitments for items of work to be executed in O&M department out of O&M planned Budget.	Works costing up to Rs.25 crore each.	Rs.5 crore with annual ceiling of Rs.125 crores.	Rs.1.5 crore with annual ceiling of Rs.25 crore	With prior finance concurrence. HODs to maintain register to watch the ceiling. This is for sanction of estimate. It is from O&M planned budget.

Note:

The estimate referred to is in approved DPR are to be, updated from time to time assuming an escalation of 5% per year in the rupee

cost and 2% per year in the Foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub-work, the sub-work co[^]t should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/new items not covered in the DPR. A meticulous record of all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Apart from the finance department and planning, each department head shall maintain a meticulous record of items of expenditure being incurred pertaining to his/her department

W2	Pre-qualification of contractors					
		Approval of pre-qualification of contractors	Upto Rs.50 crores	Upto Rs. 10 crores	Upto Rs. 1.5 crore	
		Committee for pre-qualification #				
		Beyond Rs.50 Crore - 2 Directors and Dir (F)				
		Rs. 10 crores to Rs. 50 crores - 2 HODs and HOD/F				
		Rs. 1.5 crore to Rs. 10 crore - 2 Dy HODs and Dy FA&CAO				
		Upto Rs.1.5 Cr. The concerned Dy HOD along with Dy FA&CAO. In this case the file is not required to be put up to the next higher officer for approval.)				
W3		Pre-qualification of Consultants				
		Pre-qualification of Consultants	Full Powers	Rs.10 Lacs	Nil	
		Committee for pre-qualification:				
		Beyond Rs 10 lacs: Concerned HOD. FA&CAO and HOD of other department				
		Rs.1 Lac to Rs.10 Lacs: Concerned Dy.HOD, Dy. FA&CAO and Dy.HOD of other department.				
		Upto Rs.1 Lac. The concerned Dy HOD along with Dy FA&CAO. The recommendations need not be put to next higher officer for acceptance in this case.				
W4(a)	Powers to invite tenders for approved					
	(i)	Open tenders / tenders from pre-qualified contractors.	Upto Rs. 25 crore	Upto Rs. 5 Crore	Upto Rs. 1.5 Crore	

	(ii)	Limited Tenders	Rs.20 crores	Upto Rs. 2.5 Crores *	Upto Rs. 75 Lacs	Prior finance concurrence to be obtained. In case estimate of tender is for 3 years.
	(iii)	Single Tender	Upto Rs. 1.5 Crore	Upto Rs. 50 Lacs	Nil	Prior finance concurrence to be obtained. In case of Emergency or OEM.
	(iv)	Powers to invite tenders for CAMC / repair from OEMs i	Rs. 4.5 crores	Upto Rs. 1.5 crore	Rs. 20 Lacs	1. Prior finance concurrence to be obtained 2. The cost of Tender document, EMD & Performance guarantee maybe waived by accepting authority. 3. In absence of PBG, account bill may be released on holding value of PBG or against Corporate Guarantee. 4. Approval for CAMC / repair from OEM by HOD.
W4 (b)		Powers to invite tenders for consultancy works.				
	(0)	Open tender/tenders from pre-qualified consultants.	Rs.50 Lacs	Rs.10 Lacs	Nil	Prior finance concurrence to be obtained.
	(ii)	Limited Tenders	Rs.25 lacs	Rs.5 lacs	Nil	
	(iii)	«	Rs.5 lacs	Rs.1 lac	Nil	

		Single Tender				
W5		Powers to dispense with calling of tenders for works and acceptance of quotation(s)	Rs. 15 Lacs per work	Rs. 5 Lacs per work with annual ceiling of Rs. 1.5 Crore.	*Rs. 2 Lac with annual ceiling of Rs. 50 Lacs.	<ol style="list-style-type: none"> 1. Powers to exercise sparingly only in special cases In view of urgency to be recorded in each case. 2. Prior finance concurrence to be obtained for works valuing above Rs. 10,000/- in each case. 3. Register of works to be maintained for monitoring of Annual ceiling 4. Minimum notice period of 03 days to be observed. •With the approval of HOD.
W6 (a)	(i)	Acceptance of works tenders /tenders from pre-qualified contractor & limited tenderers.	Up to powers of open tenders/tenders from the prequalified contractor & limited tenders	Up to powers of open tenders/tenders from the prequalified contractor and limited tenders.	Up to powers of open tenders/tenders from the prequalified contractor & limited tenders.	For tenders upto Rs. 10 lacs in value, tender committee of two members at one level below the accepting officer. The convener will be from the concerned department The other member will be a finance officer. For tenders exceeding Rs. 10 lacs but up to Rs.75 crore, tender committee of three

						<p>members a' one level below the accepting officer. Convener will t» from the concerned department. The other tuz members of the committee will be one officer form another department and a finance memt-er. For tenders costing above Rs. 4.5 core but up to Rs. 25 crore the tender comnittee will consist of SAG officers of the concerred department as convener, one officer of other depalment and HOD (Finance). In works costing more than Rs. 4.5 crore each but up to Rs. 25 crore where MD will be the accepting authority, the TC minutes will be put up to MD through the Concerned Director. For all tenders of works costing more than Rs. 25 crores, the tender committee should be at Director level unless</p>
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						committee of lower level is nominated by MD. Tender Committee recommendations shall be put to MD for acceptance.
	(ii)	Acceptance of works tenders invited as single tenders	Rs. 1.5 Crore	Rs. 50 Lacs	Nil	
	(iii)	Acceptance of work tenders for CAMC / repair from OEM	Rs. 4.5 Crores	Rs. 1.5 Crore	Rs. 20 lacs i	
W6		Powers for acceptance of consultancy works.				
(b)	(i)	Open tenders / tenders from pre-qualified consultants	Upto powers of open tenders/tenders from pre-qualified consultants & limited tenders	Upto powers of open tenders/tenders from pre-qualified consultants & limited tenders	Nil	For consultancy contracts upto Rs. 10 lacs, proposals to oe put up with finance concurrence to the accepting authority. For contracts between 10 lacs and gbove7 tender committee will consist of SAG officer of the executive department as convener, SAG officer of other department and GM/Finance. Where MD is the accepting authority, the TC minutes will be put up to MD through the concerned Director.
	(ii)	Limited Tenders				

	(iii)	Single Tenders	Rs.5 lacs	Rs. 1 lacs	Nil	
W7		Issue of Acceptance Letter as per the orders of the tender accepting authority.	Full Powers	Full powers up to Rs. 25 crore	Full powers up to Rs. 5 Crore	All acceptance letters exceeding Rs.5 lacs in value will require to be vetted by Finance.
W8		Signing of Agreements	Full Powers	• Full powers up to Rs. 25 Crore	Full powers up to Rs. 5 crore	Agreements to be vetted by Finance. Agreements with foreign companies and other complicated agreements should have prior legal vetting also.
W9		Matters concerning contract management				
	(i)	Extension of time for completion and determination of the liquidated damages.	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the damages will be worked out in consultation with finance.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers up to powers of acceptance	With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract.
	(iii)	Forfeiture of earnest money deposited with tenders and	Full powers in accordance with	Full powers in accordance with	Full powers up to powers of	Where MD or Director has accepted the tender,

		security deposit for works.	provisions of tenders and contracts signed by them.	provisions of tenders and contracts signed by them	acceptance	the powers will be exercised by HOD in consultation with finance.
	(iv)	Refund of security deposit.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers in accordance with provisions of tenders and contracts signed by them.	Where MD or Director has accepted the tender, the powers will be exercised by HOD in consultation with finance.
	(v)	Variation in quantity in each item of contract (except for lump sum contracts)	Full powers provided the value of the contract is still within the powers of acceptance	Full powers provided the value of the contract is still within the powers of acceptance	Full powers up to powers provided the value of the contract is still within the powers of acceptance	For contracts approved by Director, HOD can sanction variation in quantities up to 10% of the contract value or Rs. 50 Lacs whichever is lower. For contracts approved by MD, Director can sanction variation up to 10% of the contract value or Rs. 1.5 Crore. whichever is lower. Item wise variation exceeding 25% should be with finance concurrence. Only net variations in the contract (algebraic sums of positive and negative variations) shall be considered for the sanction of the

						competent authority
						The variations due to contract provisions which are statutory in nature, like tax rates, minimum wages, escalation clause etc to be operated at HOD level with Finance concurrence.
	(vi)	Introduction of new non-schedule items & scheduled items not covered in the contract.	Up to the limit of acceptance of works tenders on single tender basis as per item W6 a(ii) with finance concurrence in each case.			1— — -
	(vii)	Introduction of new conditions / modification of Special conditions of contract.	Full powers upto powers of acceptance.			Finance concurrence to be obtained whether new / modified conditions have financial implications or not.
	(viii)	Imposition / Waival of penalties on contractors	Full powers to HOD, if penalties have been specified in the contract agreement.			Waival of penalties will require prior finance concurrence.
	(ix)	Sanction of advance to the contractor.				
	(a)	If provided in the contractor agreement.	Full powers as provided in the contract agreement.			
	(b)	In other cases	Upto Rs.20 lacs	Upto Rs. 2 lacs	Nil	With prior finance concurrence.
	(x)	Recovery of damages caused to the corporation.	Full powers upto powers of signing of agreementtr			Amount of damage to be recovered to be vetted by finance.
	(xi)	Powers to make provisional payments.				
	(a)	Where the contract period is over	Full powers upto	Full powers	Full powers	For contracts accepted by

		and the extension is being processed.	powers of acceptance.	upto powers of acceptance	upto powers of acceptance	MD, Directors can authorize provisional payment upto 5% of the contract value or Rs.2 Cr., whichever is less and HOD can authorize provisional payments upto 5% of contract value of Rs.1 Cr., whichever is less (This power to HOD is available for contracts accepted by Directors also). Payment in respect of items (schedule / non-schedule) for which rate is not yet decided will be on a provisional rate subject to upwards and downwards revision when the rate is finalized. The provisional payment will be made with prior concurrence of associate finance. Such provisional payment will have to be cleared expeditiously and not later than a month of making the payment.
	(b)	New Non-scheduled / scheduled items not covered in the contract where the rate is not yet decided	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(xii)	Variations under Lump sum contracts	Rs.2 crores	Rs. 50 Lakhs »	Nil	For variations within the powers of HOD, a committee

						of 3 Dy HODs including one from Finance may be constituted. For variation in the powers of the Director, a committee of 3 HODs including one from Finance may be constituted.
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SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS

Sr. No.		Nature of Power	Director	cos	Dy. COS	SSO/ACOS	Remarks
S1	Estimates						
	(a)	To operate provision in the DPR for incurring expenditure or entering into commitments	Costing up to Rs. 25 crore each.	Rs. 5 crore with annual ceiling of Rs. 125 crores.	Rs. 1.5 Crore with annual ceiling of Rs. 25 crore	Nil	
	(b)	To incur expenditure or enter into commitments for procurement of stores not contemplated under DPR	Rs. 1 Cr. per item with an annual ceiling of Rs.5 Cr.	Rs. 2 lac per item with an annual ceiling of Rs.20 Lacs	Nil	Nil	
	(C)	To Incur expenditure or enter into commitments for items of Stores to be executed in O&M department out of O&M planned Budget.	Works costing up to Rs. 25 crore each.	Rs. 5 crore with annual ceiling of Rs. 125 crores.	Rs. 1.5 Crore with annual ceiling of Rs. 25 crore		With prior finance concurrence. HODs to maintain register to watch the ceiling. This is for sanction of estimate.
		(Note: The estimate referred to in the DPR updated from time to time assuming an escalation of 5% per year in the rupee cost and 2% per year in the Foreign Exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub-work, the sub-work cost should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/ new items not covered in DPR. A meticulous record for all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Finance concurrence should be taken to operate provisions).					
S2		Pre-qualification of suppliers					
		Approval to pre-qualification of suppliers	Rs.50 Cr.	Rs. 10 Cr.	Rs. 1.5 Cr.		
		Committee for pre-qualification					

		Beyond Rs.50 Crores: 2 Directors and Dir (F)					
		Rs. 10 Crore to Rs.50 Crore: COS, concerned HOD and FA&CAO					
		Rs. 1.5 Crore to Rs.10 Crore: Dy. COS, concerned Dy. HOD and Dy. FA&CAO					
		Upto Rs. 1.5 Cr. Dy. COS along with Dy. FA&CAO/SAO. In this case the file is not required to be put up to the next higher officer for approval).					
S3		Invitation of tenders					
	(a)	Powers to invite tenders for goods and other stores already approved for procurement					Goods and stores approved for procurement are the ones that appear in the DPR or those whose Incurring of expenditure has been approved In accordance with item 1 above.
	(i)	Open tenders/ tenders from prequalified contractors/ items on DGS&D rate contract	Upto Rs. 25 Crores	Upto Rs. 5 Crores	Upto Rs. 1.5 Crores	Upto Rs. 10 Lacs	
	(ii)	Limited tenders	Upto Rs. 10 Crores	Upto Rs. 1 Crores	Upto Rs. 25 Lacs	Upto Rs. 10 lacs	Prior concurrence of Finance to be obtained for tenders exceeding

							R3.5 lacs in value.
	(iii)	Single tenders	Upto Rs. 1.5 Crores	Upto Rs.50 lacs	Upto Rs.5 Lacs	Upto Rs. 50,000/-	Prior concurrence of Finance to be obtained for tenders exceeding Rs.5 lacs in value.
S4		Acceptance of stores tenders i	Rs.25 crores	Upto powers for invitation of tenders	Upto powers for invitation of tenders	Acceptance of Rs.1 lac in each case.	Tender Committee of three members with the stores member as convener. The other members of the committee will be: 1 officer from user department of the same level as the onvener and a finance member who can be one level lower. Tenders upto Rs.10 lacs in each case

							<p>need not be considered by a tender committee.</p> <p>Dy. COS can directly accept such tenders upto Rs.10 lacs in each case while SSO/ACOS can accept such tenders upto Rs.1 lac in each case.</p> <p>Tender Committee is not required for the items that are available on DGS&D rate contract upto the powers of acceptance of open tenders.</p>
S5		Signing of purchase orders	Full powers	Full powers	Full powers	Upto Rs.10 lacs	<p>P.Os over Rs. 1,00,000.00 will have to be vetted by Accounts before issue.</p>

S6		Matters concerning contract management					
	(i)	Extension of time for completion and determination of the liquidated damages	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	The damage have to be worked out in consultation with finance for contracts placed on time preference basis.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iii)	Forfeiture of earnest money deposited with tenders and security deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iv)	Refund of security deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	With finance vetting of the amount to be refunded.
	(v)	Variation in quantity in each item of contract i	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Finance concurrence will be necessary if quantity of individual items exceeds 25%. If the value of the

							contract after the variation exceeds 25% of the original value of the contract or the power of acceptance of the officer, the file will be put up with finance concurrence for sanction to the next higher authority/officer under whose power of acceptance the contract now lies.
	(vi)	Introduction of new conditions/ modification of existing conditions of contract.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance ¹	Finance concurrence to be obtained wherever new/ modified conditions have financial implications.

	(vii)	Imposition/Waival of penalties on contractors	Full powers upto powers of signing of agreements, if penalties have been specified in the contract agrrement.	Waival of penalties will require finance concurrence.			
	(viii)	Sanction of advance to the	1 1 1				
	(a)	If provided in the contract agreement	Full powers as provided in the contract agreement.				
	(b)	In other cases	Upto Rs. 20 lacs	Upto Rs. 2 lacs	Upto Rs. 2 lacs	Nil	With prior finance concurrence.
	(ix)	Recovery of damages caused to the corportion	Full powers upto powers of signing of agreements	Amount of damage to be recovered to be vetted by Finance.			
	Remarks						
	(i)	Procurement of petty items can be done by other HODs in the corporate office up o Rs.2,500.00 in each case and by Dy. HODs upto Rs.1000.00 In each case.					
	(ii)	Wherever SSO is not posted In the field unit, the CPM can exercise the powers of SSO upto Rs.1 lac in each case. Procurement exceeding Rs.1 lac in each case will have to be approved by the head office.					
	(iii)	The powers in respect of stores matters given above are inter-alia applicable for disposal of scrap and for printing of stationery also.					

SCHEDULE OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS

S.N.		Nature of Power	Director	HOD	Dy. HOD	SS/JS	Remarks
E1		Recruitment & Appointment					
	(a)	Creation of posts	Nil	Nil	Nil	Nil	Creation of posts will be done with the approval of MD
	(b)	Open market recruitment	Nil	Nil	Nil	Nil	Approval for direct recruitment will be granted only by MD. The director (HR matters) will nominate a Selection Committee for below HOD level posts and for HOD and above level posts Committee will be nominated by MD
	(c)	Approval and operation of panel	Nil	Nil	Nil	Nil	Only the Director (HR Matters) will exercise the powers on the basis of recommendations of a selection committee of an appropriate level duly constituted for the purpose for operation of panel. For posts of HOD level, approval of MD will be required
	(d)	Approval of names for deputation from Govt./ Public Sector and quasi-	Nil	Nil	Nil *	Nil	Only with the approval of MD

		Govt. bodies					
	(e)	Permanent absorption	Nil	Nil	Nil	Nil	Only with the approval of MD
	(f)	Repatriation to parent cadre before expiry of period of deputation.	Executive Non Executive	Nil	Nil	i Nil	To be processed by HR department with the approval of the concerned Director and with the approval of MD in case of Executives. For non-executives with the approval of Director (HR matters).
	(g)	Confirmation in regular grade after completion of period of probation.	Non-Executive	Nil	Nil	Nil	A Committee of 3 DGM level officers with Dy. CPO as the convener to put up recommendations for non executives and a committee of 3 HODs's with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.
	(h)	Placing in temporary status after completion of required no. of days in daily wages	TADK	Nil	Nil	Nil	Approval of Director (Finance).
E2		Promotion against regular posts/Adhoc promotion	Within Non-Executive	HOD (HR matters)	Nil	Nil	Through a departmental promotion committee where stipulated. The HR department will process the cases in accordance

							with approved promotion policy. For Executives with the approval of MD.
E3	(i)	Acceptance of resignation.	Upto Manager	Below AM level	Nil	Nil	To be processed by HR department in consultation with concerned department.
	(ii)	Waiver of surety bond	Nil	Nil	Nil	Nil	Only with the approval of MD
E4		Approval for going on training »					
	(a)	Within India	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Within the available budget for the year. HOD (For any duration) and Executives beyond 2 week with MD's approval
	(b)	Foreign	Nil	Nil	Nil	Nil	Only with the approval of MD
E5		Tour and Travel					
	(a)	Within India	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect of staff under them	Nil.	Within the available budget for the year.
	(b)	Foreign	Nil	Nil	Nil	Nil	Tours abroad will require MD's approval
	(c)	Seminars and conferences/ workshops	All officers upto AGM level.	Non-Executives.	Nil	Nil	HOD and above with the approval of MD
	(d)	Controlling officer for traveling / daily allowance	Full powers (including self)	Full powers (including self)	Full powers for officers working	Full powers for staffs working	TA/DA journal for non-executives can be countersigned by S.S officers. In case of non

					under them	under them	availability of S.S. officers, the same can be countersigned by J.S and above level officers for upto Gr. D and Dy HOD.
	(e)	Permitting air travel to non-entitled categories	Full powers upto the level of AGM and below	Nil	Nil	Nil	Justification / Circumstances to be clearly recorded.
E6		Local Conveyance Allowance					
	(a)	Reimbursement of Conveyance charges	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect of officers under them	Nil	Within approved limits of entitlement to each category.
E7		No Objection Certificate for Passports	Concerned Director upto HOD level	Non-Executives (HR HOD).	Nil	Nil	Vigilance + DAR clearance should be obtained.
E8		De-reservation of posts	Nil	Nil	Nil	Nil	These powers are to be exercised by the MD only.
E9		Allotment of quarters	Only by quarters allotment committee. ¹ Out of turn allotment, if any will require MD's approval.				
E10		Grant of Leave					
	(a)	Casual Leave	Full powers to the controlling officer.	For a new recruit only on proportionate			

				basis.			
	(b)	LAP					
	(i)	LAP (E.L) Less than ten days	Upto SAG Officers	Upto JAG/SG Officers	Upto S.S Level Officers	All Non-Executives (Group C & D).	
	(ii)	More than 10 days	Upto JAG/SG	Upto S.S Level Officers	All Non-Executives (Group C & D).	Nil	
	(iii)	Maternity and Paternity leave i	Full powers in respect of officers under them	Upto JAG/SG Officers	Upto S.S Level Officers	Gr. D only.	
	(iv)	Any other kind of leave	Full powers in respect of officers under them	Upto JAG/SG Officers	Upto S.S Level Officers	Gr. D only.	
	(v)	Recall from leave	Upto JAG/SG Officers	Upto Sr. Scale	Gr. C & D	Nil	
	(vi)	Conversion of LWP into sanctioned LAP/EOL/LND	Upto SG	Upto S.S Level Officers	Non-Executives (Group C & D).	Gr. D (Upto 10 days)	
E11		Penalties and Punishments	As per DAR rules of the corporation.				
E12		Annuaial Confidential Reports	As per guidelines issued.				
E13	(a)	Permissible personal advances including from PF	Upto HOD	Upto Sr. Scale	Gr. C&D	Nil	To be processed by HR Department
	(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	Full powers in respect of officers under them.	For Non-Executives HOD (HR matters).	Nil	Nil	To be processed by HR Dept. with Finance concurrence.

E14		Appointment of retired persons as consultants/ advisors					
	(a)	As specialists	Nil	Nil	Nil	Nil	With the approval of MD only
	(b)	Due to working hands not being available against regular posts.	Nil #	Nil	Nil	Nil	With the approval of MD only
E15		Compensation to employees governed by Workmen's Compensation Act in all cases of personal injury sustained in an accident arising out of and in the course of official duties.	Full powers	Full powers (HOD of HR matters).	Nil	Nil	In consultation with Finance department.
E16		Permission to acquire property					
	(a)	Immovable property	Upto Dy. HOD level	Nil	Nil	Nil	To be processed by the Personnel Department. For HOD's and above with the approval of MD and below with the approval of Director (Finance).
	(b)	Moveable property through a reputed dealer or a person with whom no official dealings exist.	Upto Dy. HOD level	Nil	Nil	Nil	
	(c)	Moveable property otherwise than through a reputed dealer or a person with whom no official dealings exist. i	Upto Dy. HOD level	Nil	Nil	Nil	
	(d)	Intimation about loan for	Upto Dy. HOD	Nil	Nil	Nil	

		more than 1 lakh for Non-Executives and 2 lakh for Executives.	level				
E17		Transfers					
	(a)	Within the same unit	Full powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect on Non-Executive under them.	Nil	Unit is defined as the controlling unit (HOD level). HOD's with MD's approval.
	(b)	Between units (HOD level).	Up to Dy. HOD level.	Full powers in respect of officers under them	Nil	Nil	
	(c)	Between O&M and Project	Nil	Nil	Nil	Nil	Concerned Director and DO.
E18	(a)	Purchase of technical books and periodicals for the office (to be kept in library)	Full powers	Up to Rs. 50,000/- per annum	Up to Rs. 30,000/- per annum	Nil	Only standard books relevant to Technical/ literature/ matters/ management/ genera reading should be purchased
	(b)	Purchase of newspapers/ magazine for the site office	Full powers	Full powers (limited to 600/- per month)	Nil	Nil	I
E19		Cash Award (including Training School)	Upto Rs. 10,000/- in each case and Rs. 25,000/- in case of a group award upto manager level, with an	Rs. 5000/- in each case and upto 10,000/- for group award upto non executive	Rs. 1000/- in each case and upto 5000/- for group award upto non executive level with an	Nil	For group award there should be a minimum of 10 employees in the group.

			annual ceiling of Rs. 5 Lacs	level with an annual ceiling of Rs. 1 Lac.	annual ceiling of Rs. 25,000/- To be exercised only by Principal / Training School		
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SCHEDULE OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS

S. N.		Nature of Power	Director	HOD	Dy. HOD	i Remarks
M1		Write off of losses of stores, Tools and Plants and cash	Upto Rs. 2.5 lacs in each cases.	Upto Rs. 1 Lac in each case subject to annual limit of Rs. 20,000/- in each case when employee is held responsible for the loss.	Upto Rs. 5,000 /- in each case subject to annual limit of Rs. 5,000 in each case when employee is held responsible for the loss.	With prior concurrence of finance for losses over Rs. 1,000.00 in each case if an employee is held responsible and Rs. 5,000.03 in all other cases.
M2	(a)	Purchase of technical books and periodicals for the office.	Full powers	Upto Rs. 25,000/- per annum	Upto Rs. 15,000/- per annum	Purchase to be made by a nominated officer. The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
	(b)	Purchase of newspapers for the site office.	Full powers	Full powers	Nil	The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
M3		Repairs of vehicles of the corporation including staff car, road vehicles etc.	Full Powers	Full powers through authorized service station and up to	Upto Rs.15,000/- (through authorized service stations) and	In the following cases no Finance Concurrence Is required: - 1. To incur expenditure as per approved schedule rates, provided expenditure does not exceed Rs.10,000/- per annum for each

				Rs.40000/- other than authorized with annual ceiling of Rs.3 lakhs	up to Rs.3000/- in each case (other than authorized) with an annual ceiling of Rs.75,000/-	vehicle relating to: (a) dry-cleaning and washing of seat covers, pads etc. and scheduled replacement of vehicle seat covers and foot pads (b) Replacement of other consumables such as battery etc. 2. Minor repairs up to the value of Rs.3,000/- on each occasion in emergency subject to maximum limit of Rs.10,000/- per annum. 3. All major repairs of vehicles and other requirements may continue to be vetted by Finance duly recommended by CS keeping in view justification in each case.
M4		Repairs to plants, machinery and equipment by:				
	0)	OEM	Full powers	Rs. 5 Lacs in each case with annual ceiling of 2 crore.	Rs. 2 Lacs in each case with annual ceiling of Rs. 20 lacs.	
	(ii)	Authorised Dealer	Rs. 20 Lacs	Rs. 4 Lacs in each case with annual ceiling of Rs. 1 crore.	Rs. 1.5 Lacs in each case with an annual ceiling of Rs. 20 lacs.	1. Prior Concurrence of finance required for repairs exceeding Rs. 1 Lacs in each case. 2. Register of repair to be maintained for monitoring ceiling limit.
	(iii)	Local Firms	Rs. 5 Lacs	Rs. 2.5 Lacs in each case with an annual ceiling of Rs. 25	Rs. 1 Lacs in each case with an annual ceiling of Rs. 10	

				Lacs.	Lacs.	
M5		Execution of agreement for supply of electric energy.	Full powers	Full powers	Nil	Overall plan to be finalized in consultation with finance.
M6		Cash award for:				
	(a)	Training Centre & Others	Upto Rs. 10,000/- in each case and Rs. 25,000/- in case of a group award upto manager level, with an annual ceiling of Rs. 5 Lacs	Rs. 5000/- in each case and upto 10,000/- for group award upto non executive level with an annual ceiling of Rs. 1 Lac.	Rs. 1000/- in each case and upto 5000/- for group award upto non executive level with an annual ceiling of Rs. 25,000/-. To be exercised by Principal / Training School.	For group award, there should be a minimum of 10 (ten) employees in the group.
M7		Supply of water from outside for corporation work.	Full powers	Full powers	Full powers	Overall plan to be finalized in consultation with finance.
M8		Sanction of bicycle to peons/messengers	Full powers	Full powers	Full powers	Overall policy to be finalized in consultation with finance.
M9		Provision of LPG connection in office canteen/rest house	Full powers	Full powers	Nil	In consultation with finance.
M10		Repair of office equipment/furniture and other sundry repairs not covered in AMC				
	(i)	Equipment and other	Full powers	Full powers to Nominated HOD	Upto Rs. 20,000 in each case	Finance concurrence necessary if expenditure in each case exceed Rs.10000.
	(ii)	Furniture:				

		a) Authorised / OEM	Full powers	Nominated HOD Upto Rs. 2 Lacs in each case	Nominated Dy. HOD Upto Rs. 50,000 in each case	
		b) Local	Full powers	Nominated HOD Upto Rs. 1 Lac in each case	Nominated Dy. HOD Upto Rs. 25,000 in each case	
M11		Annual Maintenance Contract for office equipment including computers.	Full powers	Upto Rs. 10 lacs p.a. to nominated HOD.	Upto Rs. 5 lacs p.a. to nominated Dy. HOD.	With finance concurrence.
M12		Provision of telephone connection in office and residence.	Full powers	Full powers within the approved policy.	Nil	Overall policy to be approved by MD.
M13						»
	(i)	Hiring of vehicles for official use.	Full powers	Upto 30 vehicle days per month.	Nil	To be exercised by nominated officer (CS) on the basis of requisition sent by HODs.
	(ii)	Hiring of bus.	Full powers	Rs. 25,000 per occasion, annual ceiling Rs 10 Lacs	Nil	To be executed by nominated officer (ED/S&TI) and Principal / Training Centre on basis of requisition sent by HODs
M14		Miscellaneous office expenses	Full powers	Rs. 20,000 per month	Rs.10,000 per month	Prior consultation of finance required for expenditure exceeding Rs. 10000.00 in each case.
M15		Advance imprest (one time) for statutory payment, Road Tax / Insurance etc.	Upto Rs. 5,00,000.00 in each case.	Upto Rs. 2,00,000 in each cases	Rs. 50,000/- in each case	With finance concurrence and taking care to avoid proliferation of imprests
			where cash			

			payment is to be made to the concerned authorities: (i) Road Tax of rescue vehicles. (ii) Licence fee/royalty for WPC Operating for Telecom Department. (iii) Vehicle Insurance (iv) Any other statutory payment.			
M16		Misc. printing of souvenirs, publications				
	(a)	Training Centre	Full Powers	Upto Rs. 1 Lacs in each case with ceiling Rs. 5 Lacs p.a.	Principal, Rs. 50000/- in each case with ceiling of Rs. 2.5 Lacs p.a.	Prior consultation with finance for cases beyond Rs. 2,000.00 Powers for printing are also mentioned in the SOP on Stores Matters.
	(b)	Other than Training Centre	Full Powers	Upto Rs. 10,000.00 in each case	Nil	
M17		Entertainment				
	(i)	PR Department		Rs.25,000/- per month		Expenditure of routine nature involving transport, videography, photography etc. for the purpose of official gathering up to Rs.2000/-

						each case is delegated to the HOD PR Dep± Subject to the expenditure must be within the budget allocation and proper record be maintained by the PR Deptt.
	(••)	Official gatherings (Including advance payment for the same) for:				
	(a)	Training Centre	Rs. 50,000 per occasion	Rs. 15,000 per occasion	Principal, Rs. 5,000 per occasion with annual ceiling of Rs. 5 Lacs	In consultation with finance
	(b)	Others	Rs. 10,000 per occasion	Rs. 5,000 per occasion	Nil	
	(ii')	At the office	Rs.2000 p.m.	Rs.1000 per month	Rs.500 per month	On certification basis.
M18	(i)	Release of corporate advertisement/display advertisement	Full powers	Upto Rs.30,000 per advertisement	Nil	All advertisement to be released through CPRO with finance concurrence.
	(ii)	Release of the tender notice etc.	Full Powers	Full Powers	Nil	
M19		Acceptance and payment of land acquisition award of appropriate authority subject to provision under sanctioned detailed estimate.	Full powers	Full powers	Nil	In consultation with Finance.
M20		Payment of compensation as determined by an appropriate authority for damages to crops and other properties arising out of	Full powers	Full powers	Nil	In consultation with Finance.

		temporary/emergent/permanent acquisition of land etc.				
M21		Licensing of NMRCL's Fixed assets to outsiders/Hiring out of NMRCL's machinery, tools, plants and other items of stores to outsiders.	Full powers	Upto Rs. 5 lacs	Nil	Prior concurrence of Finance will be needed for licencing. Rates at which licencing to be done to be fixed with concurrence of finance.
M22		Acceptance of estimates and payments to Govt./Civic bodies/PSUs and statutory bodies	Full powers	Upto Rs. 50 lacs	Rs. 5 lacs	In consultation with Finance.
M23		Hiring of accommodation				•
	(a)	For office/rest house etc.	Full powers	Nil	Nil	With finance concurrence.
	(b)	Residential accommodation on lease for officers of the corporation	Full powers	Nil	Nil	Within the policy approved by MD.
M24		Auction of trees, building etc.	Full powers	Full powers	Full powers	Reserve price to be fixed up in consultation with finance.
M25		Payment of compensation for damages to Govt./Private property in the course of work.				
	(i)	As per the order of the court/judicial authority	Full powers	Full powers	Nil	In consultation with finance.
	(ii)	Out of court settlement	Rs. 5 lacs	Rs. 2 lacs		In consultation with finance.
M26		Legal Matters				
	(a)	Approval to contest/file suit on service and other matters	Full powers	Nil	Nil	The Director in charge of personnel matters will be the controlling officer for all such suits.
	(b)	Engaging of advocates	Full powers	Full powers	Nil	From the approved panel of advocates prepared with Finance concurrence. Payment to be made

						on Govt./NMRCL approved rates as applicable.
	(c)	Engagement of advocates on payment of special fees other than NMRCL approved rate, if any.	Full powers	Nil	Nil	Nil.
	(d)	Permission to file suits in courts against outsiders.	Full powers	Nil	Nil	In consultation with finance.
M27		Sanction of expenditure on:				
M27	(i)	Procurement of:				
	(a)	Office Equipment	Full powers	•Nominated HOD - upto Rs. 10,000/-- in each case with a ceiling of Rs. 50,000/- p.a.	•Nominated Dy. HOD - Rs. 2,000/- in each case with a ceiling of Rs. 10,000/- p.a.	*Dy. HODs to be nominated by HOD's with the approval of Director. 1.Office equipment, computers, electrical appliances, telecom equipment etc.being procured as per scale laid down/ approved by MD will not require any concurrence or separate sanction. Nominated staff of the concerned unit will maintain a register to control the ceiling. Every case over and above the approved scale will require concurrence of finance. (Correction Slip No.2) 2. Furniture as standardised by committee 3. All new assets to be entered in SAP. 4. AC replacement as per NMRCL standard specification by^lectrical. If deviation, treat it as

						new.
	(b)	Furniture	Full powers	Nominated HOD - upto Rs. 50,000/- - in each case with a ceiling of Rs. 5 Lacs p.a.	Nominated Dy. HOD - Rs. 20,000/- in each case with a ceiling of Rs. 50,000/- p.a.	
	©	Computer, peripherals, software and Telecom equipment	Full powers	Nominated HOD Rs. 3 Lacs in each case with a ceiling of Rs. 25.0 lacs p.a.	Nominated Dy. HOD- Rs. 1 Lac in each case with a ceiling of Rs. 10 Lacs p.a.	
(iii)	(a)	AC on replacement basis	Full powers	Nominated HOD Rs. 1 Lac in each case with a ceiling of Rs. 20 lacs p.a.	Nominated Dy. HOD- Rs. 50,000/- in each case with a ceiling of Rs.10 Lacs p.a.	
	(b)	Other electrical office appliances	Full powers	Rs. 50,000/- in each case with a ceiling of Rs. 10 lacs p.a.	Rs. 25,000/- in each case with a ceiling of Rs. 5 Lacs p.a.	
	(iv)	Stationery and other office stores	Full powers	Nominated HOD Rs. 10,000/- in each case with a ceiling of Rs.	Nominated Dy. HOD Rs. 5,000/- in each case with ceiling of Rs. 15,000/-	

				50,000/- p.a.	p.a.	
	(v)	Procurement of jigs, fixtures and equipment for maintenance of plants / workshop / Depot	Full powers	Rs. 5 Lacs per case with annual ceiling of Rs.50 Lacs	Rs. 1 Lac per case with annual ceiling of Rs. 5 Lacs	Withn finance concurrence above Rs.50 000/- in each case
	(vi)	Procurement of CCTV, CCTV Hard Disk and software for plants/ workshop / Depot	Full powers	Rs. 1 Lacs per case with annual ceiling of Rs 10 lacs.	Rs. 10,000/- per case with annual ceiling of Rs. 1.5 lacs.	With prior finance concurrence.

SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS

S.N.	Item	Director (F)	HOD (F)	Dy. HOD (F)	AM /Manager	Remarks
F1	Opening of current Bank Account	Full powers	Nil	Nil	Nil	
F2	Authorization to operate Bank Account	Full powers to nominate officers of the company and to authorize them to operate the Bank Account	Nil	Nil	Nil	
F3	Authorization of payment in each case	Full powers	Full powers	Full powers	Rs. 2 lakhs in each case	
F4	Vetting of Financial proposals / Indent / Purchase Orders etc.	Full powers	Full powers	Full powers	Rs. 2 lakhs in each case	
F5	Sanction of LC/BG limit with individual Bank	Full powers	Nil	Nil	Nil	
F6	Authorization to open / retirement and execution of documents to operate LC / BG within the sanctioned Limit of Individual Bank	Full powers to nominate officers of the company to open/ retirement and execution of documents to operate LC/BG within the sanctioned limit of individual Bank	Nil	Nil	Nil	
F7	Refund of EMD	Full Power	Full power	Full Power	Full Power	EMD of unsuccessful bidders shall be released on vetting of LOA or discharge of the Tender.

Sr. No.		Nature of Power	Director	ED/HOD Dy. HOD		Remarks
R4 (a)		Powers to invite tenders for approved Earning matters other than consultancy works.				Approved works are the works that appear in the DPR or those whose earning has been approved in accordance with item W1 above.
	(i)	Open tenders / tenders from pre- qualified contractors.	Upto Rs. 25 crore	Upto Rs.5 crore	Upto Rs.1.5 Crore	
	(ii)	Limited Tenders	Rs.20 crores	Upto Rs.2.5 crore	Upto Rs. 75 Lacs	
	(iii)	Single Tender	Upto Rs. 1.5 crore	Upto Rs. 50 Lacs	Nil	
	(iv)	Power to invite tenders for CAMC / repair from OEM	Rs. 4.5 crores	Upto Rs. 1.5 crore	Rs. 20 Lacs	
R4 (b)		Powers to invite tenders for consultancy works.				
	(i)	Open tender/tenders from pre-qualified consultants.	Rs.50 Lacs	Rs.10 Lacs	Nil	Prior finance concurrence to be obtained.
	(ii)	Limited Tenders	Rs.25 lacs	Rs.5 lacs	Nil	
	(iii)	Single Tender	Rs.5 lacs	Rs.1 lac	Nil	
R5	Power s to dispe nse with callin g of tende rs for	Rs. 15 Lacs per case	Rs. 5 Lacs per case with annual ceiling of Rs. 1.5 crore.	Rs. 2 Lacs per case with annual ceiling of Rs. 20 Lacs.	1. Powers to exercise sparingly only in special cases in view of urgency to be recorded in each case.	

	Earning matters and acceptance of quotation(s)				<p>2. Prior finance concurrence to be obtained for works valuing above Rs.10,000/- in each case.</p> <p>3. Register of works to be maintained for monitoring of Annual ceiling 4. Minimum notice period 03 days to be observed.</p>	
	Rs.1 Lac to Rs.10 Lacs: Concerned Dy.HOD, Dy. FA&CAO and Dy.HOD of other department.					
	Upto Rs.1 Lac. The concerned Dy HOD along with Dy FA&CAO. The recommendations need not be put to next higher officer for acceptance in this case.					
R6 (a)	(i)	Acceptance of works tenders /tenders from pre-qualified	Up to powers of open tenders/tenders from the prequalified contractor & limited tenders	Up to powers of open tenders/tenders from the prequalified contractor	Up to powers of open tenders/tenders from the	For tenders upto Rs.10 lacs in value, -ender committee of two members at one level below the accepting officer. The convener will be from the concerned department.

		contractor & limited tenderers.		and limited tenders.	prequalified contractor & limited tenders.	The other member will be a finance officer. For tenders exceeding Rs.10 lacs but up to Rs.75 crore, tender committee of three members at one level below the accepting officer. Convener will be from the concerned department. The other two members of the committee will be one officer from another department and a finance member. For tenders costing above Rs. 4.5 crore but up to Rs. 25 crore the tender committee will consist of SAG officers of the concerned department as convener, one officer of other department and HOD (Finance). In works costing more than Rs. 4.5 crore each but up to Rs. 25 crore where MD will be the accepting authority, the TC minutes will be put up to MD through the Concerned Director. For all tenders of works costing more than Rs. 25 crores, the tender committee should be at
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						Director level unless committee of lower level is nominated by MD. Tender Committee recommendations shall be put to MD for acceptance.
	(ii)	Acceptance of tenders for earning matter invited as single tenders	Rs. 1.5 Crores	Rs. 50 Lacs	Nil	
	(iii)	Acceptance of works tenders for CAMC / repair from OEM	Rs. 4.5 crores	Rs. 1.5 Crores	Rs. 20 Lacs	
R6		Powers for acceptance of consultancy works.				
(b)	(0	Open tenders / tenders from pre-qualified consultants	Upto powers of invitation of tenders for consultancy as open tenders/tenders from prequalified consultants & limited tenders	Upto powers of invitation of tenders for consultancy as open tenders/tenders from pre-	Nil	For consultancy contracts upto Rs. 10 lacs, proposals to be put up with finance concurrence to the accepting authority. For contracts between 10 lacs and above- tender

				qualified consultants & limited tenders		committee will consist of SAG officer of the executive department as convener, SAG officer of other department and GM/Finance. Where MD is the accepting authority, the TC minutes will be put up to MD through the concerned Director.
	(iii)	Single Tenders	Rs.5 lacs	Rs. 1 lacs	Nil	
R7		Issue of Acceptance Letter as per the orders of the tender accepting authority.	Full Powers	Full powers up to Rs. 25 crore	Full powers up to Rs. 5 Crore	All acceptance letters exceeding Rs.5 lacs in value will require to be vetted by Finance.
R8		Signing of Agreements	Full Powers	Full powers up to Rs. 25 Crore	Full powers up to Rs. 5 crore	Agreements to be vetted by Finance. Agreements with foreign companies and other complicated agreements should have prior legal vetting also. (Correction Slip No.14) In case of Director, he will sign the agreement form, while other documents shall be signed by HOD.
R9		Matters				

		concerning contract management				
I	(0	Extension of time for completion and determination of the liquidated damages.	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has Accepted the tender the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the damages will be worked out in consultation with finance. Extension of license period of existing earning contracts shall be dealt as per SOP of Single Tender.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers up to powers of acceptance	With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract
	(iii)	Forfeiture of earnest money	Full powers in accordance with provisions of tenders and contracts signed by them.	Full powers in accordance	Full powers up to powers of	Where Director has accepted the tender, the powers will be exercised by

		deposited with tenders and security deposit for works.		with provisions of tenders and contracts signed by them	acceptance	HOD in consultation with finance.
	(iv)	Refund of security deposit.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers in accordance with provisions of tenders and contracts signed by them.	Where MD or Director has accepted the tender, the powers will be exercised by HOD in consultation with finance.
	(V)	Variation in quantity in each item of contract (except for lump sum contracts)	Full powers provided the value of the contract is still within the powers of acceptance	Full powers provided the value of the contract is still within the powers of acceptance	Full powers up to powers provided the value of the contract is still within the powers of acceptance	For contracts approved by Director, HOD can sanction variation in quantities up to 10% of the contract value or Rs. 50 Lacs whichever is lower. For contracts approved by MD, Director can sanction variation up to 10% of the contract value or Rs. 1.5 Crore. whichever is lower. Item wise variation exceeding 25% should be with finance concurrence. Only net variations in the contract

						(algebraic sums of positive and negative variations) shall be considered for the sanction of the competent authority
						The variations due to contract provisions which are statutory in nature, like tax rates, minimum wages; escalation clause etc to be operated at HOD level with Finance concurrence.
	(vi)	Introduction of new non-schedule items & scheduled items not covered in the contract.	Up to the limit of acceptance of works tenders on single tender basis as per item W6 a(ii) with finance concurrence in each case.			
	(vii)	Introduction of new conditions / modification of Special conditions of contract.	Full powers upto powers of acceptance.	Finance concurrence to be obtained whether new / modified conditions have Financial implications		

				or not.		
	(viii)	Imposition / Waival of penalties on contractor s	Full powers to HOD, if penalties have been specified in the contract agreement.	Waival of penalties will require prior finance concurrence.		
	(ix)	Sanction of advance to the contractor.				
	(a)	If provided in the contractor agreement .	Full powers as provided in the contract agreement.			
	(b)	In other cases	Upto Rs.20 lacs	Upto Rs. 2 lacs	Nil	With prior finance concurrence.
	(X)	Recovery of damages caused to the corporation .	Full powers upto powers of signing of agreementtr	Amount of damage to be recovered to be vetted by finance.		
	(xi)	Powers to make provisional payments.				
	(a)	Where the contract period is over and	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	For contracts accepted by MD, Directors can authorize provisional payment upto 5% of the

		the extension is being processed.				contract value or Rs.1.5 Cr., whichever is less and HOD can authorize provisional payments upto 5% of contract value of* Rs.50 lacs, whichever is less (This power to HOD is available for contract accepted by Directors also). Payment in respect of items (schedule / non-schedule) for which rate is not yet decided will be on a provisional rate subject to upwards and downwards revision when the rate is finalized. The provisional payment will be made with prior concurrence of associate finance. Such provisional payment will have to be cleared expeditiously and not later than a month of making the payment.
	(b)	New Non-scheduled / scheduled items not covered in the contract	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	

		where the rate is not yet decided				
	(xii)	Variations under Lump sum contracts	Rs. 2 crores	Rs. 50 Lakhs	Nil	For variations within the powers of HOD, a committee of 3 Dy HODs including one from Finance may be constituted. For variation in the powers of the Director, a committee of 3 HODs including one from Finance may be constituted.



NAGPUR METRO RAIL CORPORATION LIMITED

CIN: U60100MH2015SGC262054

Regd. Off: Metro House, 28/2, Anand Nagar, C K Naidu Road, Civil Lines, Nagpur-440001 Telephone: 0112-2554217

No. NMRCL/DF/REVISED SOP/2017/435

Date: 9th Feb 2017

CIRCULAR NO. F&A/SOP/2017-1

Sub: Revision of para W-5 & M-14 of SOP

Para W-5 & M-14 of SOP have been revised as stated below with immediate effect:

Sl. No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
W-5	Power to dispense with calling of tender for works contracts and acceptance of quotation (s).	Rs. 5 Lacs	Rs.1.00 Lacs in each case with annual ceiling of Rs. 10 lakhs	Rs.0.20 Lacs in each case with annual ceiling of Rs. 2 lakhs	Power to exercise sparingly only in special case in view of urgency to be recorded in each case. Prior finance concurrence to be obtained for works valuing above Rs 20,000/-
M-14	Miscellaneous office expenses	Rs.10.00 Lac	Rs.10000 per month	NIL	Prior concurrence of finance required for expenditure exceeding Rs.5000/- in each case

All procurements/works having estimated value of more than Rs.1.00 lac in each case if approved by HOD and more than Rs.5.00 lac in each case if approved by Director shall be processed by procurement department. All HOD to note that number of cases and cumulative value of purchases/work orders issued till date during relevant financial year under para W-5 of the SOP may please be sent to finance while forwarding such proposals for concurrence (estimated value above Rs.20000 in each case) and/or making payment.

This issues with the approval of MD.

(S. Sivamathan)
Director (Finance)

TO:

All CPM's/GM's.

All Officers in F&A department

Copy to:

DP, DRSS

PS to MD for information of MD

NAGPUR METRO RAIL CORPORATION LIMITED

CIN: 160769MH2015NGC 262454

Registered Office: Plot No. 1, Sector 1, Near Nandgaon, K. K. Shinde Road, 4th Floor, Nagpur - 440001. Tel: 020-25541111

No. NMRC/DR/REVISED SOP/2017

Date: 9th Feb 2017

CIRCULAR NO. F&A/SOP/2017-1

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Sl. No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
W-5	Power to dispense with calling of tender for works contracts and acceptance of quotation (s).	Rs. 5 Lacs	Rs.1.00 Lacs in each case with annual ceiling of Rs. 10 lakhs	Rs.0.20 Lacs in each case with annual ceiling of Rs. 2 lakhs	Power to exercise sparingly only in special case in view of urgency to be recorded in each case. Prior finance concurrence to be obtained for works valuing above Rs 20,000/-
M-14	Miscellaneous office expenses	Rs.10.00 Lac	Rs.10000 per month	NIL	Prior concurrence of finance required for expenditure exceeding Rs 5000/- in each case

All procurements/works having estimated value of more than Rs.1.00 lac in each shall be processed through procurement department. All HOD to note that number of cases and cumulative value of purchases/work orders issued till date during the financial year under para W-5 of the SOP may please be sent to finance while forwarding such proposals for concurrence and/or making payment.

This issues with the approval of MD.

(S. Sivamurthy)
Director (Finance)

TO:

All CPM's/GM's.

All Officers in F&A department

Copy to:

DP, DRSS

PS to MD for information of MD

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16
17 Director
18 Managing Director
2 Date of implementation of revised pay scale: 01.01.2017.

NAGPUR METRO RAIL CORPORATION LIMITED

Revised

CIN: U60100MH2015NCTC 262454

No. NMRC/DE/REVISED SOP/2017

Date: 9th Feb 2017

CIRCULAR NO. F&A/SOP/2017-1

Sub: Revision of para W5 of SOP

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Sl. No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
W-5	Power to dispense with calling of tender for works contracts and acceptance of quotation (s).	Rs. 5 Lacs	Rs.1.00 Lacs in each case with annual ceiling of Rs. 10 lakhs	Rs.0.20 Lacs in each case with annual ceiling of Rs. 2 lakhs	Power to exercise sparingly only in special case in view of urgency to be recorded in each case. Prior finance concurrence to be obtained for works valuing above Rs 20,000/-
M-14	Miscellaneous office expenses	Rs.10.00 Lac	Rs.10000 per month	NIL	Prior concurrence of finance required for expenditure exceeding Rs. 5000/- in each case

All procurements/works having estimated value of more than Rs.1.00 lac in each shall be processed through procurement department. All HOD to note that number of cases and cumulative value of purchases/work orders issued till date during the financial year under para W-5 of the SOP may please be sent to finance while forwarding such proposals for concurrence and/or making payment.

This issues with the approval of MD.

(S. Sivamangal)
Director Finance

TO:

All CPM's/GM's

All Officers in F&A department

Copy to:

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Date of implementation of revised pay scale: 01.01.2017.